

**Amended**  
**Army AGR Vacancy Announcement**  
**Human Resource Office**  
**4794 Farman St, Bldg 442**  
**Boise, Idaho 83705-8037**

NGID-HRO-AGR

7 November 2010

SUBJECT: ANNOUNCEMENT NUMBER: **11-003**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

<b>POSITION TITLE:</b>	<b>Admin NCO</b>
<b>UNIT IDENTIFICATION:</b>	<b>Co B 145<sup>th</sup> BSB</b>
<b>TDA IDENTIFICATION:</b>	<b>WTQ2B0</b>
<b>DUTY LOCATION:</b>	<b>Post Falls, Idaho</b>
<b>AUTHORIZED GRADE:</b>	<b>E5</b>
<b>DUTY SSI OR MOS:</b>	<b>91B20 or ability to obtain</b>
<b>ELIGIBILITY:</b>	<b>Open to current enlisted members of the Idaho Army National Guard only</b>
<b>GENDER LIMITATION:</b>	<b>None</b>
<b>CLOSING DATE:</b>	<b>15 December 2010</b>

2. **EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. The Idaho Army National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. Applicants must possess a valid State Motor Vehicles Operator permit.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, (ie PQRB, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist on top of the application (refer to page 7). Documents must be organized in this manner.

c. NGB Form 34-1. <http://inghro.state.id.us/new/jobs/ngb34-1.pdf>

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d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a minimum of last 2 Record tests, most current test not older than 12 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Certified Height/Weight or DA 5500R not older than 30 days from the close date of this announcement.

g. DA 2-1 Personnel Qualification Record

h. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

i. DA Photograph in Class A uniform, taken within 12 months (snapshot acceptable).

j. DD Form 214 – if applicable.

k. Retirement Point Accounting Management (RPAM).

l. Current Personnel Qualification Report Part B (PQRB).

m. Copy of current Idaho Drivers License and military drivers license (if applicable).

n. Documentation supporting applicant's qualifications (ie resume).

o. All applicants must have or be able to obtain a secret security clearance (this is a condition of employment).

p. If an administrative reduction is necessary to accept this AGR appointment, complete a DA 4187 to request for Voluntary Reduction, sign, and include in your application packet.

q. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

6. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **NGID-HRO-AGR, ATTN: SGT Jacqueline White, 4794 Farman St, Bldg 442, Boise, ID 83705-8037, no later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

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7. Any Soldier currently under contract for an incentive, who accepts an AGR position (Title 10 or Title 32) will have their incentive terminated without recoupment. Any unpaid portion of the incentive will be paid to the Soldier. Acceptance of an AGR position does not affect Montgomery GI bill eligibility.

8. Soldiers entitled to Student Loan Repayment Program (SLRP) payments may still be able to receive payments upon acceptance of an AGR position. Please check with the incentive branch to see if you are eligible to continue under SLRP.

9. Soldiers ordered to active duty in the State (Title-32) AGR program will be entitled to Loan Repayment Program (LRP) payments as long as they remain serving under their initial contract and/or agreement for which CHELRP was awarded. If a Soldier must extend to meet AGR tour requirements he/she will receive a prorated amount until the effective date of new extension. Under no circumstances will a Soldier ordered to Federal (Title-10) AGR program be entitled to CHELRP payments, these Soldiers will receive a prorated amount for term served prior to effective AGR tour start date.

10. Subject to availability of funds; Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

11. POC for further information is SGT Jacqueline White at DSN 422-4214/COM 208-272-4214 or [jackie.d.white@us.army.mil](mailto:jackie.d.white@us.army.mil).

//signed//  
ARLIN J DE GROOT  
MSG, IDARNG  
AGR MANAGER

## **Admin NCO Duty Description**

Administrative NCO in a unit; responsible for timely processing of OERs, NCOERs, civilian evaluations, and awards; updates personnel rosters; manages correspondence and classified mail; maintains status reports; manages equipment and supplies within the executive office.

- (1) Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Assist in the preparation, updating, and coordinating of requests for evaluations, to include responding to evaluation inquiries. Monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges.
- (2) Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration.
- (3) Prepares SIDPERS input and control data, generates SIDPERS input that applies to unit level, reads interprets, and reconciles SIDPERS generated reports pertinent to unit level, determines reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Assist in the preparation of personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts, requisitions and maintains office supplies. Type military and nonmilitary correspondence in draft and final copy. Prepares and maintains functional files per ARMIS. Other duties as assigned.
- (4) As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit.
- (5) Prepares and submits pay documents to higher headquarters.
- (6) Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veteran's organizations and groups.
- (7) In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean and maintain the National Guard Armory, including lawn care and general user maintenance.
- (8) Performs other duties as assigned.

## **Physical demands rating and qualifications for initial award of MOS.**

Wheeled vehicle mechanics must possess the following qualifications:

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 222222.
- (3) Normal color vision.
- (4) Qualifying scores.

(a) A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.

(5) Current equipment qualification record for all types of equipment maintained.

(6) Formal training (completion of MOS 91B course conducted under the auspices of the USA Ordnance Center and School) mandatory; or meet the civilian acquired skills criteria listed per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (7) below or a waiver approved by the Commandant, U.S. Army Ordnance Center and Schools.

(7) ACASP qualification criteria. Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered light and heavy wheeled vehicle equipment; be certified as civil service-rated wheeled vehicle repairman; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive or truck area.

## **AGR Application Checklist**

<b>Name:</b>	SSN:	Admin NCO	
<b>Position #</b> 11-003	Location: Post Falls, ID		
<b>Phone number to be reached at for interview:</b>			
<b>Required Documents</b>	Yes	No	Date
1. This Checklist			
2. NGB Form 34-1(Dated October 2002) <i>(Must be signed by applicant)</i>			
3. MEDPROS - Individual Medical Readiness Record			
A. Chapter 3 Physical <i>(not more than 5 years old)</i> or PHA within one year			
B. HIV Test <i>(not be more than 5 years old)</i> .			
4. DA Form 705 <i>(Army Physical Fitness Score Card)</i>			
A. Must show minimum of last 2 record tests, most current test not older than 12 Months. A Statement explaining the absence of record tests will be Accepted. <i>(Included DA 3349 if precluded from standard 3 event test)</i>			
5. Certified Statement of Height and Weight or DA 5500-R			
A. Must not be older than 30 days.			
6. DA 2-1Personnel Qualification Record, or DA 4037 <i>(Officer Record Brief) / (Enlisted Record Brief)</i>			
A. Verify the following Requirements against DAPAM 611-21			
1. GT Score			
2. MOS Qualified			
7. Previous 5 <i>(Enlisted DA 2166-8, (NCOER), (Officer DA 67-9, OER)</i>			
A. Unit Commander Letter of Recommendation for E-4 and below			
8. DA Photograph in Class A uniform <i>(Snapshot ok, Not older than 12 months)</i>			
9. DD-214 <i>(If not a current member of the ARNG)</i>			
10. RPAM <i>(Retirement Point Accounting Management)</i> if current member of ARNG			
11. Personnel Qualification Report (PQR Part B) (GPVS 1790)			
12. Copy of State Motor Vehicles Operator Permit and Military Drivers license			
13. Documentation supporting applicant's qualifications <i>(Resume) optional</i>			
14. Security Clearance <i>(if required)</i>			
15. DA 4187 for Voluntary Reduction <i>(if necessary to accept AGR position)</i>			